

~~CONFIDENTIAL~~

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 2 July 1963

TO : Director of Logistics

FROM : Chief, Printing Services Division,  
Office of Logistics

SUBJECT: Activity Report for June 1963

1. GENERALa. Plant Operations - (continued item)

The incoming workload was about the same as for May. It was necessary to continue using overtime in Plant No. 2 for NIS production. Overtime was also used to process rush work and reduce backlogs in the other Division plants. New requirements placed on the Division during June were: (1) increase of three copies on all [REDACTED] Intelligence Reports for RID; (2) a monthly publication for ORR on [REDACTED] Shipping consisting of four charts, 15 to 30 pages for 150 copies; and (3) increase of five copies on all cables. This brings the total number of copies required on cables to 35.

25X1A  
25X1A2. OTHER ITEMS OF INTEREST

25X1A7a

a. Conversion of [REDACTED] Publications to Offset Printing - (continued item)

25X1A7a

25X1A7a

The prototype apparatus for the production of offset masters from original all caps five-channel tape was demonstrated to representatives of [REDACTED] and ADPS. The device exceeded expectations and was well received. Debugging, testing, and the addition of other controls is now underway [REDACTED] machine shop. It is estimated that the machine will be moved to [REDACTED] in a few weeks where it will be used in actual production. During this time production capability will be established and will be used for determining the number of these devices necessary for complete conversion.

25X1A

25X1A7a

[REDACTED] personnel are now actively planning an overall system for utilizing the device, with PSD technicians acting in an advisory capacity.

25X1A6a

The Normanco collator which is being leased for testing on this same project has been installed at the [REDACTED] printing plant and is now in operation.

DOCUMENT NO.

NO CHANGE IN CLASS. X

DECLASSIFIED

CLASS. CHANGED TO

NEXT REVIEW DATE

AUTH: HP 0-2

DATE 08/10/81

REVIEWER: 018995

~~CONFIDENTIAL~~

Excluded from automatic  
downgrading and  
declassification

~~CONFIDENTIAL~~

SUBJECT: Activity Report for June 1963

b. Preparation of NIS Manuscript by the Use of Paper Tape -  
(continued item)

Printing Services Division has requested ADPS to make a study of the use of Agency computers for converting customer-prepared tapes to tapes which can be used on Division typesetting machines. ADPS will look into programming costs and methods, computer time availability, and other pertinent facts. Meanwhile the functional specifications for a special machine for processing customer tape have been completed but nothing will be done on this until the above study is completed.

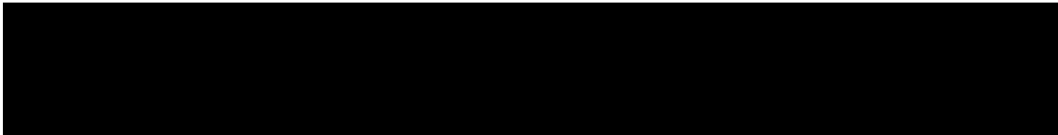
c. Study of Procedures in Preparing and Printing National  
Intelligence Surveys - (continued item)

The Office of Basic Intelligence has not given their formal approval of the remaining recommendations for improvement in the methods of printing the NIS. OBI is making an internal review of its operations and it is expected the results of their study will be correlated with those of PSD. Implementation of several of the recommended changes will take place following the close of this fiscal year.

d. Meeting of the GPO-Departmental Electronic Printing  
Committee - (continued item)

The Division Chief attended a meeting of the GPO-Departmental Electronic Printing Committee on 7 June. This was the only meeting held by this committee during June.

e. Training - (continued item)



f. Increase in DDP/SR Requirements - (continued item)

PSD officials continue coordination with [redacted] Division officials in planning and processing the special Division printing requirements. Renovation of space and rearranging of facilities [redacted] have begun in order to make room for newly procured equipment. Two major pieces of equipment are being shipped this week with delivery expected 8 July 1963. Meetings have been held in working out definite procedures for handling this work. Two personnel have reported and one more is expected this week. The Agency Manpower Officer discussed the request for additional personnel with the Division Chief on 27 June.

25X1A

25X1A  
25X1A6a

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

SUBJECT: Activity Report for June 1963

g. Transfer of Graphics Function to PSD - (continued item)

25X1A9a The official organizational change reassigning the DDS/Visual Aids Unit and the Support Branch, AS/OL, to the Printing Services Division, Graphics and Visual Aids Staff was effective 10 June 1963. [REDACTED] has been designated Chief of the Staff and present plans are to move the two employees in Quarters Eye to the GD-79 headquarters building location in August 1963 when additional space will be available for the spray booth and silk screen equipment. All personnel have been briefed on Division policy and other pertinent information.

h. Overtime - (continued item)

The Division worked a total of 1,962 hours of overtime during June compared with 1,960 hours worked in May. The Division worked 13,941 hours of overtime for fiscal year 1963 compared to 9,537 hours worked in fiscal year 1962. Overtime hours for the past five fiscal years are: FY 1959, 19,435; FY 1960, 7,146; FY 1961, 14,867; FY 1962, 9,537; and FY 1963, 13,941.

25X1A9a

25X1A9a

OL/PSD: [REDACTED] (2 Jul 63)

~~CONFIDENTIAL~~